



# Executive Committee

Thursday, March 2, 2006

4:00 p.m. to 6:00 p.m.

Maricopa County Department of Public Health

4041 North Central Avenue, Phoenix

15<sup>th</sup> Floor, Joshua Room

*The following provides a written summary of recorded minutes. To listen to the official recorded minutes, contact Planning Council Support. The recording will be provided for review.*

## MEETING MINUTES

PHOENIX

EMA

RYAN

WHITE

PLANNING

COUNCIL

**Attended:** Eric Moore, Keith Thompson, Maclovía Zepeda, Mark Kezios, Michelle Barker, Randall Furrow

**Alternates:** Marc Allan for Larry Stähli

**Excused:** Mary Rose Wilcox

**Absent:** Fran Garrett

**Guests:** Phillip Seeger, Marc Allan, Jane DuFrane, Michael Bryson, John Sapero

---

### Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

---

### Determination of quorum

Mark Kezios determined that quorum was established, with five of nine members present at 4:10 p.m.

---

### Review and approval of the minutes for the February 2, 2006, meeting

**MOTION:** Keith Thompson moved to accept the minutes. Eric Moore seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

---

### Administrative Agent Update

Jane DuFrane presented a spreadsheet representing total funding to service categories in 2005 compared to the funding recently awarded for 2006. Continuation contracts are being distributed to service providers. Although overall funding is increased, Minority

---

Mark Kezios  
Planning Council Chair

Phoenix EMA Ryan White Planning Council  
4041 North Central Avenue, Suite 1537 • Phoenix, AZ 85012-3330  
(602) 506-6321 phone • (602) 506-6896 fax  
PlanningCouncil@mail.maricopa.gov

## MEETING MINUTES *continued*

AIDS Initiative funding is substantially reduced based upon a formula used in determining awards across the country.

Jane DuFrane reported that Quality Management consultant Susan Thorner is developing a QM plan.

Kevin McNeal has accepted the position as assistant program manager for the AA's office.

Action Items	Responsible	Due
Research factors in 2006 MAI determination for EMA	Jane DuFrane	4/6/06
Consider supplementing MAI shortfall in carry-over request	Allocations Committee	3/15/06
Review QM plan for recommendations to the Council	Standards Committee	3/21/06

---

### **Council Chair Update**

None.

---

### **Update of the recent Board of Supervisors (BOS) meeting**

The Chair discussed the agenda of Wednesday, March 1, 2006 BOS meeting:

- Planning Council members were appointed: Carol Williams, Debby Elliott, Eric Moore, Keith Thompson, Larry Stähli, Randall Furrow, Stephen O'Dell
- Mark Kezios presented a status report on the activities of the Council, which was well received
- Planning Council Bylaws were approved

---

### **Update regarding the current Carry-Over request**

Allocations Committee Vice Chair Marc Allan provided an update of the status of the upcoming Carry-Over request. On-going meetings with the AA are continuing to research proposals for how to reallocate funds.

---

### **Discussion regarding the Leadership Academy training program**

Mark Kezios congratulated Marc Allan on using meeting facilitation skills learned in the Leadership Academy in his role as Vice Chair of Allocations. Kezios said the training has been valuable for all involved, including representatives from state and county HIV prevention programs.

The schedule for upcoming classes was announced. Participation would be open with the following prioritization: Members, Alternates, active guests, HIV program managers, and then the general public.

## MEETING MINUTES *continued*

---

### Discussion regarding the Planning Council Annual Retreat

The committee discussed the upcoming Planning Council Retreat at the Flinn Foundation on March 17. HRSA consultants Emily Gantz McKay and Harold Phillips will train attendees on data analysis.

---

### Determination of executive session

The committee was scheduled to vote to go into executive session to discuss the following item:

- Clarification regarding a Council member's representation category.

The discussion was tabled as a courtesy until the member could respond.

Action Items	Responsible	Due
Reschedule topic for future meeting and invite member	Planning Council Support	≥48 Hours prior to 4/6/06

---

### Sub-committee reports

**Rules Committee:** Eric Moore reported that the BOS has approved the Bylaws. The Rules Committee continues to review policies and procedures for other committees. They are also editing the Glossary and finalizing a tracking tool for members' conflicts of interest.

**Standards Committee:** Michelle Barker reported that Standards Committee Vice Chair Helen Lansche led revisions of the Primary HIV Medical Care Standards of Care which will continue at the next meeting. The next meeting will include a review of the QM Plan and a determination of which standards to develop next.

**Community Planning & Assessment Committee:** Keith Thompson reported that he led CPA through finalizing revisions to the 2006-2009 Comprehensive Plan with participation of the consultants from John Snow, Inc.

**Membership Committee:** Randall Furrow reported that the committee is editing their policies and procedures. Interviews are being scheduled for three applicants. Disclosure and confidentiality issues will be addressed with the Council at a future meeting. He also congratulated the seven members who were appointed on March 1, reminding them that they now hold their membership for a three-year term. Keith Thompson asked for a confirmation on the expiration of terms for the alternate members of those recently reappointed. Randall Furrow discussed the advice of HRSA consultants to reduce or eliminate the role of alternates.

**Education & Empowerment Committee:** Mark Kezios reported that the committee is undergoing reevaluation of their roles.

## MEETING MINUTES *continued*

Allocations Committee: None.

---

### Determination of the Planning Council Meeting Agenda for the April, 2006 meeting

The Chair apologized for the omission of sub-committee reports. The members' Retreat for Planning Council training on data analysis takes the place of a Council business meeting, but an emergency meeting may need to be called to take care of carry-over reallocations prior to the April meeting.

Action Items	Responsible	Due
Confirm need for special meeting to address carry-over with the Planning Council at the retreat	Planning Council Support	≥48 Hours prior to 3/17/06

---

### Current events summaries

Randall Furrow invited participation in the upcoming Gecko Forum: Central Arizona Prevention Advocates.

---

### Call to the public

None.

---

### Adjourn

The meeting adjourned at 5:19 p.m.

**The next meeting of this committee is scheduled for:** Thursday, April 6, 2006.  
This committee generally meets on the first Thursday of each month.

---

Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.